4 November 1970

MEMORANDUM FOR THE RECORD

SUBJECT: Specifications for Language Control Register

Following are specifications for the Language Control
Register, effective 1 December 1970:

1. The LCR should print out only tested or claimed
    proficiencies. If the test is over three years old,
    this fact should be indicated in the same way that
    it is in current editions of the register.

2. Disclaimed skills should not be printed out.

3. Language factors to be reported are Speaking,
    Reading and Understanding. Writing skills should
    not be printed out.

4. The LCR should show for any individual only those
    languages for which his Unit has a requirement.

5. The "Minimum Requirement" entry should be de-
    leted from the LCR. If this entry is needed for
    programming purposes, it should be replaced with
    an arbitrary signal such as "End of Recap."

6. Since "General" language positions no longer exist,
    there is no need to identify by a dollar sign those
    employees with languages but who are not in language-
    designated positions. The dollar sign ($) should be
    eliminated.

STATINTL

Executive Secretary
Language Development Committee

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Specifications for Language Control Register

FROM: Ex. Secy/LDC			EXTENSION	NO.
				DATE 4 Nov 70

TO: (Officer designation, room number, and building) STATINTL	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
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